

# Tip Sheet: 24 tips for 24/7 Lives

- 1. Work hard but not "24/7":** You need to switch-off periodically when you leave the office to allow some time for you, your family and your friends.
- 2. Set your priorities:** Figure out what you want your priorities to be, not what you think they should be. Ask yourself, "If I could only focus on one thing in my life, what would it be?" That answer is your top priority. What would you focus on second? Third? Fourth? Fifth? You've now identified your top five priorities.

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By using “time of ” coupons, floaters, or other metric to gauge down time, employees can plan time of in one-hour increments with limited disruption to the organizational schedule.

**12. Be mindful of global time zone demands:** In a global environment, don't schedule late night or early morning calls on same or consecutive days. When planning global meetings, rotate the time to limit the burden on any one person.

**13. In case of overtime:** if frequent, mandatory overtime is an issue, consider dividing employees in to teams of 4, with each team being “on-call during one week a month for overtime. Rotate on-call opportunities to each of the groups each week.

**14. Work as a team:** many work and life issues can be addressed by the team coming together to discuss options. This approach promotes trust, teamwork, collaboration, cross-training, and often improved efficiency.

**15. Recognize that work-Life is personal:** Every situation is different and a strategy that works for you may be different than a strategy that works for someone else. However, everyone needs work-life supports.

**16. Consider necessity of each opportunity for business travel carefully:** Leverage virtual technology or other alternatives to travel if possible.

**17. Preserve your nights and weekends:** Unless a business critical issue requires it, you should not be expected to participate in teleconferences and/or meetings at night or during the weekends.

**18. Meeting-free Friday afternoons:** Try to avoid meetings on Friday afternoons. Reserve this time, to the extent possible, to complete assignments, or for creative and innovative projects.

**19. Take your holidays and do not work during your holidays:** While you are away on holiday, delegate responsibilities to others on your team who can respond to work-related issues until you return from vacation.

Communicating by e-mail is very effective in most situations; however, it is not always ideal. E-mail should be used to succinctly share information. Do not use “Reply All” if everyone who was copied on the incoming message does not need to see your response.

**21. Take advantage of the Mid-year Performance Connections review:** Discuss the issue of Work-Life integration with your manager and make commitments to each other about what you will do to improve it.

**22. Celebrate successes within the Company:** Take the time to recognize extraordinary accomplishments by utilizing the different Recognition Awards or occasionally having a celebratory lu

